

E. B. Cape Center

Curriculum and Fee Schedule

June 8, 2006

Introductory Notes:

1. All fees are based on the E. B. Cape Center Fee Policy effective July 1, 2005.
2. PWE Fund 701 does not pay fees for employee training. They own and pay for the facility.
3. The base fee for training of internal employees is \$15 the first year (FY06), \$25 the second year (FY07), and \$35 per person per day the third year (FY08).
4. Fees for courses longer than 3 days have already been discounted, and will not be discounted further with the Adjunct Instructor discount. These courses are noted in the fee schedule with **"Will not discount further."**
5. Per the E. B. Cape Fee Policy, departments that provide Adjunct Instructor support to the E. B. Cape Center will receive a 27% discount on the Internal Charge for a course (i.e. if \$25, then \$18.25). This applies to all employees in the department and all courses except those noted with **"Will not discount further."** Departments currently receiving discounts are: Affirmative Action and Contract Compliance; Finance & Administration, Health, Housing and Community Development, Human Resources, Information Technology, Legal, Library, Mayor's Office, Police, and Public Works & Engineering. **If you would like to explore Adjunct Instructor opportunities, please contact Pat Smith at 713-928-4541.**
6. External customers must register and pay for classes in advance. In emergencies, please turn the payment into the instructor on the first day of class. We accept money orders, cashier's checks, or institutional checks. We do NOT accept cash or personal checks. Please make payment out to "The City of Houston." If mailing your payment, please mail payments to the attention of:

Carlos de Hoyos
Administration and Operations Manager
E. B. Cape Center
4501 Leeland
Houston, Texas 77023

Core Competency – Technology		LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
Technology Skills Development Program				
Microsoft Applications				
INF1432	MS Access 2000 – 1	1 session / 7 hours	\$25	\$75
INF1433	MS Access 2000 – 2	1 session / 7 hours	\$25	\$75
INF1436	MS Access 2000 – 3	1 session / 7 hours	\$25	\$75
INF1437	MS Access 2000 – Macros	1 session / 7 hours	\$25	\$75

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INF1325	MS Excel 1	1 session / 7 hours	\$25	\$75
INF1326	MS Excel 2	1 session / 7 hours	\$25	\$75
INF1328	MS Excel 3	1 session / 7 hours	\$25	\$75
INF1323	MS Excel Formulas	1 session / 3 hours	\$25	\$75
INF1327	MS Excel Tips & Tricks	1 session / 3 hours	\$25	\$75
INF1801	MS Outlook 1	1 session / 7 hours	\$25	\$75
INF1802	MS Outlook 2	1 session / 7 hours	\$25	\$75
INF1522	MS PowerPoint 1	1 session / 7 hours	\$25	\$75
INF1523	MS PowerPoint 2	1 session / 7 hours	\$25	\$75
INF1526	MS PowerPoint 3	1 session / 7 hours	\$25	\$75
INF1524	MS PowerPoint Tips & Tricks	1 session / 3 hours	\$25	\$75
INF1701	MS Project - 1	1 session / 7 hours	TO BE DEVELOPED	
INF1126	MS Windows 2000	1 session / 3 hours	\$25	\$75
INF1227	MS Word 1	1 session / 7 hours	\$25	\$75
INF1228	MS Word 2	1 session / 7 hours	\$25	\$75
INF1229	MS Word 3	1 session / 7 hours	\$25	\$75
INF1234	MS Word Templates & Online Forms	1 session / 3 hours	\$25	\$75
PC Enhancement Skills				
INF1131	Basic Keyboarding	8 two-hour sessions, twice per week, 16 hours	\$25 Discounted already. Will not discount further.	\$75
INF1901	Crystal Reports 1	1 session / 7 hours	\$25	\$75

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INF1122	Introduction to MS Office	1 session / 7 hours	\$25	\$75
INF1121	PC Literacy	1 session / 7 hours	\$25	\$75
SAP Training				
ISAP-AA	AA-Asset Accounting	1 session / 8 hours	No charge	Not offered externally.
ISAP-AP	AP-Accounts Payable	1 session / 8 hours	No charge	Not offered externally.
ISAP-CO	CO-Internal Cost Management	1 session / 4 hours	No charge	Not offered externally.
ISAP-FA	FA-Financial Accounting and Reporting	1 session / 8 hours	No charge	Not offered externally.
ISAP-FM	FM-Funds and Management	1 session / 4 hours	No charge	Not offered externally.
ISAP- GM	GM-Grants Management	1 session / 8 hours	No charge	Not offered externally.
ISAP- WM3	MM/WM - Inventory and Warehouse Management - Warehouse Manager	1 session / 8 hours	No charge	Not offered externally.
ISAP- WM1	MM/WM - Inventory and Warehouse Management- Goods Movement Processor	1 session / 8 hours	No charge	Not offered externally.
ISAP- WM2	MM/WM - Inventory and Warehouse Management- Physical Inventory Coordinator	1 session / 8 hours	No charge	Not offered externally.
ISAP- MRP	MRP- Material Requirements Planning	1 session / 4 hours	No charge	Not offered externally.
ISAP- OVR	OVR-ERP Overview and Management Reports/ Requisition Approval	1 session / 4 hours	No charge	Not offered externally.
ISAP-PO	PO-Procurement Process	1 session / 8 hours	No charge	Not offered externally.
ISAP-PS	PS-Capital Projects	2 sessions / 16 hours	No charge	Not offered externally.
ISAP-RQ	RQ-Purchase Requisition Processing	1 session / 4 hours	No charge	Not offered externally.
ISAP-TR	TR-Treasury	1 session / 8 hours	No charge	Not offered externally.

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INF9006	Performance Impact System (Web Application)	1 session / 3 hours	No charge	Not offered externally.
Core Competency - Technical				
Technical Skills Development Program				
PWE Technical Skills Certifications / Licenses				
TEC3093	Construction Inspector Training & Project Management Basics	7 sessions / weeks, 4 hours / week, 28 hours total.	No charge	No charge
Varies	Professional Development Hours (PDH) for Professional Engineers. Offered to all COH PE's. (Texas Mandatory Licensing)	Varies: 2-8 hours each	2 hours - \$0 4 hours - \$0 6-8 hours \$0	2 hours \$25 4 hours \$40 6-8 hours \$75
TEC4000	Basic Water Works Operations	3 sessions, 20 hours	No charge	Not offered externally
TEC4001	Water Distribution	3 sessions, 20 hours	No charge	Not offered externally
TEC4002	Valve and Hydrant Maintenance	3 sessions, 20 hours	No charge	Not offered externally
TEC4003	Water Utilities Calculations	3 sessions, 20 hours	No charge	Not offered externally
TEC4004	Water Utilities Safety	3 sessions, 20 hours	No charge	Not offered externally
TEC4005	Pump and Motor Operations Maintenance	3 sessions, 20 hours	No charge	Not offered externally
TEC4006	Basic Wastewater Operations	3 sessions, 20 hours	No charge	Not offered externally
TEC4007	Wastewater Collections	3 sessions, 20 hours	No charge	Not offered externally
TEC4008	Water Laboratory	3 sessions, 20 hours	No charge	Not offered externally
TEC4009	Utilities Management	3 sessions, 20 hours	No charge	Not offered externally
TEC4010	TCEQ Review	3 sessions, 12 hours	No charge	Not offered externally

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Core Competency - Safety		LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
Safety Skills Development Program				
Central Safety – All Employees				
SAF2005-HR	Defensive Driving Course (DDC) (Not taught at the Cape Center)	1 session / 6 hours	Not taught at the Cape Center	Not taught at the Cape Center
SAF6006-HR	Ergonomics (ARC) (Not taught at the Cape Center)	1 session / 1 hour	Not taught at the Cape Center	Not taught at the Cape Center
SAF1024-HR	Protect Your Back (ARC)	1 session / 2 hours	\$25	N/A
SAF1015-HR	Slip, Trips & Falls (ARC) (Not taught at the Cape Center)	1 session / 1 hour	Not taught at the Cape Center	Not taught at the Cape Center
SAF1056-HR	Standard First Aid, CPR, and AED (ARC) (MANDATORY for designated positions) (Not taught at the Cape Center)	1 session / 8 hours	Not taught at the Cape Center	Not taught at the Cape Center
PWE Safety – All Employees				
SAF2001	CDL Preparatory Course	1 session / 7 hours	\$25	\$75
SAF3021	Chain Saw Safety	1 session / 3 hours	\$25	\$75
SAF1002	CPR / Medic First Aid /AED (MANDATORY for designated people)	1 session / 7 hours	\$25	\$75
SAF2005	Defensive Driving Course (DDC) State and Mayor mandated.	1 session / 6 hours	No charge if for work. \$25 if for ticket dismissal.	Not offered externally
SAF3035	Hazard Communication Compliance	1 session / 2 hours	\$25	\$75
SAF3055	Hazardous Waste Emergency Response Overview Level 1	1 session / 8 hours	\$25	\$75
SAF3013	Safety Overview of Confined Space Entry	1 session / 4 hours	\$25	\$75
SAF3065	Work Zone & Flagging Safety	1 session / 5 hours	\$25	\$150 (vest provided)
PWE Safety – Supervisors and Managers				
SAF7002	OSM - Effective Accident Investigation	1 session / 5 hours	\$25	\$75

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SAF7001	OSM - Effective Safety and Health Management (APP)	1 session / 5 hours	\$25	\$75
SAF7003	OSM - Five Step Process of Job Safety / Hazard Analysis	1 session / 5 hours	\$25	\$75
SAF7004	OSM - Hazard Identification and Control	1 session / 5 hours	\$25	\$75
SAF7005	OSM - Safety and the Supervisor (MANDATORY)	1 session / 8 hours	\$25	\$75
SAF7011	OSM - Safety Committee Operations	1 session / 5 hours	\$25	\$75
Core Competency – Business Skills				
Business Skills Development Program				
Management Fundamental Skills				
BMS5158	CAPS I	15 Sessions / 105 hours.	\$135 Discounted already. Will not discount further.	Not offered externally
BMS5164	CAPS II	4 Sessions / 28 hours.	\$50 Discounted already. Will not discount further.	Not offered externally
BMS4002	Performance Management System	7 hours / 1 session	\$25	Not offered externally
Supervisory and Management Enhancement Skills				
BMS4100	Managing Change	1 session / 4 hours	\$25	\$75
BMS5115	Organizing Your Time and Work	1 session / 7 hours	\$25	\$75
LAW1210	P-Card Approving Managers Training (PWE Only)	1 session / 1 ½ hours	\$0	Not offered externally.
BMS4101	Superior Performance Program I (PWE Only)	1 session / 7 hours	\$25	Not offered externally.
BMS4109	Superior Performance Program II (PWE Only)	2 sessions / 14 hours	\$25	Not offered externally.
BMS4099	Teambuilding	1 session / 4 hours	\$25	\$75

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BMS5063	Workplace Violence Prevention – Management	1 session / 4 hours	\$25	\$75
Executive Management Skills Certificate Programs				
BMS5078	Certified Public Manager (CPM) Program (State of Texas Certification)	7 Tracks / 140 hours	Paid by Department or Employee	Paid by Employer or Participant
BMS5156	ModelNetics – Management Concepts and Applications (Main Event certification)	20 sessions / 40 hours	\$145 Discounted already. Will not discount further.	Not offered externally.
PWE Leadership Programs				
BMS5520	Advanced Leadership Systems		No charge	Not offered externally.
BMS5510	Systematic Leadership		No charge	Not offered externally.
BMS5500	The Leadership Process		No charge	Not offered externally.
Fundamental Skills For Non-Management				
BMS4114	How To Get More Organized At Work	1 session / 4 hours	\$25	\$75
BMS4104	Superior Performance Program I – Employee Overview (PWE Only)	1 session / 2 hours	\$25	Not offered externally.
BMS4016	Teamwork	1 session / 4 hours	\$25	\$75
BMS4093	Workplace Violence Prevention – Non- Management	1 session / 4 hours	\$25	\$75
Administrative Skills Certificate Program				
BMS7817	Administrative Skills Certificate Program	25 hours / 4 sessions (3 ½ days)	TO BE DEVELOPED	Not offered externally.
Communication Skills Development Program				
BMS2048	Business Grammar	3 sessions / 21 hours	\$45	\$225

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		LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS2087	Business Writing	4 sessions / 28 hours.	\$50 Discounted already. <i>Will not discount further.</i>	\$270
BMS2133	Group Facilitation Skills	3 sessions / 21 hours	\$45	\$225
BMS2032	Effective Telephone Skills	1 session / 4 hours	\$25	\$75
<u>Communication Skills Certificate Program</u>				
BMS2102	Conflict Resolution: Building Workplace Relationships	1 session / 7 hours	\$25	\$75
BMS2024	Effective Presentation Skills	3 sessions / 18 hours	\$60 Discounted already. <i>Will not discount further.</i>	\$225
BMS2094	Improving Communications at Work	1 session / 7 hours	\$25	\$75
<u>Workplace Effectiveness Courses</u>				
BMS4106	Coping With Change	1 session / 4 hours	\$25	\$75
BMS4103	Managing Anger	1 session / 3 hours	\$25	\$75
BMS7405- HR	New Employee Orientation	1 session / 7 hours	<i>No charge. Mandated by Mayor.</i>	Not offered externally.
LAW1211	P-Card Training (PWE Only)	1 session / 3 hours	\$0	Not offered externally.
BMS4070	Stress Management (EAP)	1 session / 4 hours	\$25	\$75
BMS7416	Train-the-Trainer: A Guide to On-the-Job Training	1 session / 7 hours	\$25	\$75
<u>Languages Program</u>				
BMS2035	English As A Second Language – Basic	1 ½ hours per week ongoing	\$0 until redesigned.	Not offered externally.
BMS2137	Spanish As A Second Language – Basic	12 sessions / 24 hours	\$30 Discounted already. <i>Will not discount further.</i>	\$150

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		LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS2138	Spanish As A Second Language – Intermediate	12 sessions / 24 hours	\$30 Discounted already. Will not discount further.	\$150
<u>Quality Customer Service Skills Certificate Program</u>				
BMS6500	Customer Service at the City – Vision, Philosophy, and Strategies	1 session / 7 hours	TO BE DEVELOPED	
BMS6001	Delivering Quality In-Person Customer Service	1 session / 4 hours	TO BE DEVELOPED	
BMS2067	Telephone Skills That Make a Difference	1 session / 4 hours	TO BE DEVELOPED	
BMS2061	Preparing On-Target Customer Correspondence	2 sessions / 11 hours	TO BE DEVELOPED	
<u>Affirmative Action Program</u>				
LAW2057	Equal Employment Opportunity Overview	1 session / 2 hours	\$25	\$75
BMS4112	Managing Diversity (for managers and supervisors)	1 session / 3 hours	\$25	\$75
LAW2058	Preventing Sexual Harassment (for non- management employees)	1 session / 2 hours	\$25	\$75
LAW2059	Preventing Sexual Harassment (for managers and supervisors)	1 session / 2 hours	\$25	\$75
BMS6042	Removing Barriers and Providing Customer Service to People with Disabilities	1 session / 2 hours	\$25	\$75
LAW2056	The Americans with Disabilities Act	1 session / 3 hours	\$25	\$75
BMS4113	Understanding Diversity	1 session / 2.5 hours	\$25	\$75
LAW2060	Understanding Equal Employment Opportunity (for managers and supervisors)	1 session / 4 hours	\$25	\$75